

(OFFICE USE ONLY)

Case # _____

Application Fee: _____

ACTION ON CASE

Paid: _____

MPC _____

Date: _____

Town _____

BPPJ _____

**BENTON-PARISH
BOARD OF APPEALS**

P.O. BOX 686
BENTON, LA 71006
Phone: 318-741-8825 or 318-549-4572
Fax: 318-741-8827

APPEALS

RESIDENTIAL ()

COMMERCIAL ()

APPLICANTS' NAME _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

PHONE: _____ ALTERNATIVE PHONE _____

FAX: _____ EMAIL ADDRESS: _____

APPLICANT IS: (circle one) PROPERTY OWNER REPRESENTATIVE

1. LIST PHYSICAL LOCATION AND ATTACH LEGAL DESCRIPTION OF PROPERTY

2. CURRENT ZONING _____

3. ACREAGE/SQ. FOOTAGE _____

4. STATE REASON FOR APPEAL (attach additional sheet if needed)

5. PRESENT USE OR LAST KNOW USE OF PROPERTY

6. PROPERTY OWNERS NAME, ADDRESS, AND DAYTIME PHONE NUMBER & THE NAME & INTEREST OF EVERY PERSON OR FIRM REPRESENTED BY APPLICANT IN THIS APPLICATION (LIST MAY BE ATTACHED) _____

THE APPLICANT AND/OR LAND OWNER DOES HEREBY STATE THAT THEY HAVE THE MEANS AND ABILITY TO DEVELOP THE PROPOSAL IN THIS APPLICATION:

► APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS ◀

Applicant(s) Signature

Print Name

Date

Property Owner(s) Signature

Print Name

Date

INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant and the property owner, and fees paid for **all** cases. .
2. Site Plans: (2 copies – 11 x 17)
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing of tract with all dimensions.
 - c. All existing (that will remain) and proposed structures with dimensions of front, side, and rear yards.
 - d. All existing or proposed rights-of-way including streets, alleys, and utility easements, and curb cuts (driveways).
 - e. Building elevations, front, side & rear, if applicable
3. Drainage Plan (1 copy 8 1/2" x 11") or a letter from the Parish/City engineer indicating approval of the drainage plan. (If applicable)
4. Vicinity Map: Size 8 1/2" X 11" - one (1) copy
5. Legal Description/Address
6. Furnish typed list of the names and mailing addresses of all property owners within 300 feet of the subject property. Property owner's names may be obtained from the Bossier Parish Tax Assessor's Office at the Parish Courthouse.
7. Detailed Letter of Explanation
8. Other documentation relevant to this request.